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2 December 1955

MEMORANDUM FOR: Deputy Director (Support) Committee  
on Manpower

SUBJECT: Agency Manpower Study

1. Further reference is made to your memorandum dated 17 November, same subject, and to our response dated 23 November. Pursuant to an undated, unsigned copy of a memorandum addressed to the DCI, subject: "Effect of a Manpower Reduction and Adequacy of Current Manpower Authorization in Light of Requirements," which sets forth additional information desired with respect to the questions propounded in the 17 November memorandum, the following is submitted.

2. The present ceiling for staff personnel of the Office of Security is [REDACTED] The present on-duty strength is [REDACTED] (The increase in 4 over the [REDACTED] figure reported on 23 November is caused by the entrance on duty of persons in process at time ceiling was imposed and the return of one person from military duty.) The on-duty strength as of 31 October 1955 was [REDACTED]

25X9A2

3. The First Question: As stated in our response of 17 November, the functions now assigned to and being performed by the Office of Security are basic to the security of the Agency and to the responsibilities given the Director of Central Intelligence by acts of Congress, Executive Orders and Directives. They cannot be eliminated.

4. If a 10% reduction of manpower were imposed upon this Office, the procedural approach would have to be used, and the following measures would be necessary to accomplish it.

- (a) Study by the Director of Security to allocate the overall cut in personnel of the Office of Security to individual divisions and staffs thereof, according to their functions and assign each a certain percentage of the reduction as arrived at through such a study. The estimated time to accomplish this would be at least three weeks.
- (b) Study by each division and staff together with and under supervision of the Director of Security of the particular positions which might be removed and still permit some continuance of the function of such division and staff. Estimated time to accomplish this study would be two months.

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- (c) Study by the Director of Security of the curtailment which the Agency would suffer in the number of applicants, both overt and covert, per month which could even be considered for clearance as a result of the reduced manpower in the Office of Security. Allocation of allotments on such curtailed basis to other CIA offices by the Director of Personnel. Estimated time to accomplish, one month.
- (d) Study by the Director of Security of curtailment of some services, such as receptionists, and effecting plans to close many buildings to visitors as a result of this curtailment. Estimated time to accomplish, one month to run concurrently with study "c" above.
- (e) After determination of the positions to be eliminated as developed in study "b" above, the institution of the reduction-in-force mechanism, in accordance with Civil Service procedures. Estimated time to complete, six months.

5. The total overall time estimated to accomplish the reduction on a procedural approach as described above would be about ten months.

6. The Second Question: The answer to this question is reiterated in the negative.

7. The Third Question: The functions of this Office now assigned which are beyond its present capacity to perform were given in detail in our memorandum of 17 November. It is beyond our present manpower capability to keep current on the matter of investigation and clearance of personnel to be employed by, associated with, or contacted by the Agency. The backlog in this respect, as shown in our memorandum of 17 November, is on the increase. It is beyond the present manpower capability of this Office to perform the necessary physical security functions and services to insure security operations. The increase in the backlog of this work is continuing.

8. The total number of personnel required to perform adequately the present functions of the Office of Security is [REDACTED] 25X9A2

25X1A9a

[REDACTED]  
Sheffield Edwards  
Director of Security

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